

# Council Travel Policy

June 7, 2016

## RECOMMENDED ACTION:

Council consideration of approval of the City of Flagstaff City Council Travel and Miscellaneous Expense Policy.

## Executive Summary:

At the May 3, 2016 city council meeting staff presented a draft of a City of Flagstaff City Council Travel and Miscellaneous Expense Policy. Council reviewed the policy and recommended staff revise the language in Section 4.010 Updates as well as provide enforcement language to address disallowed expenses. In addition Council requested the City Council travel expenditure spreadsheets be posted on the City of Flagstaff website.

## Options and Alternatives:

Continue using the City of Flagstaff employee travel policy.



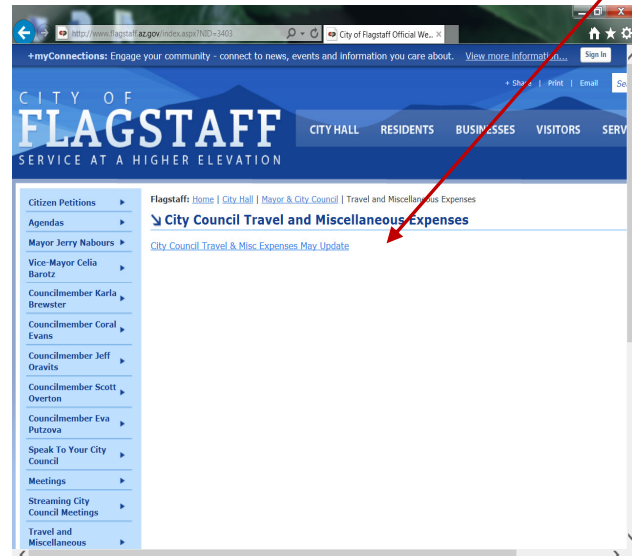
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# Travel Expenditure Spreadsheets Link Now Active (Includes List & Individual Council Expenses)

[www.flagstaff.az.gov](http://www.flagstaff.az.gov)



FY16 Council Travel and Misc May Update.pdf - Adobe Acrobat Pro

		Individual Expenses	Combined Running Total
CITY COUNCIL TRAVEL & MISC ALLOCATION (INCLUDES REGISTRATION) FY 2016			\$ 19,043.99
TOTAL TRAVEL & MISC FUNDS AVAILABLE			\$ 19,043.99
<b>Current Travel Expenses</b>			
1	7/5/2015 Vice-Mayor Barotz-AZ League of Cities and Towns-Lodging Refund	\$ (382.49)	\$ 19,426.48
2	7/9/2015 Vice-Mayor Barotz-AZ League of Cities and Towns-Registration Refund	\$ (270.00)	\$ 19,156.48
3	7/11/2015 Councilmember Putzova - Arizona Capitol Times Subscription	\$ 179.00	\$ 19,335.48
4	8/3/2015 Councilmember Oravits - AZ Municipal Water Association Mtg (NAMWUA) - Vehicle	\$ 85.00	\$ 19,420.48
5	8/7/2015 Councilmember Oravits - CVB Cool Zone - Lodging	\$ 124.53	\$ 19,545.01
6	8/7/2015 Councilmember Oravits - CVB Cool Zone - Mileage	\$ 163.30	\$ 19,708.31
7	8/7/2015 Councilmember Oravits - CVB Cool Zone - Meals Per Diem	\$ 53.00	\$ 19,761.31
8	8/18/2015 Councilmember Oravits - AZ League of Cities & Towns-Reimbursement (Mileage)	\$ 296.70	\$ 19,958.01
9	8/18/2015 Councilmember Oravits - AZ League of Cities & Towns-Travel Advance	\$ 93.00	\$ 20,051.01
10	8/18/2015 Mayor Nabours - AZ League of Cities & Towns-Reimbursement (Mileage)	\$ 296.70	\$ 20,347.71
11	8/18/2015 Mayor Nabours - AZ League of Cities & Towns-Travel Advance	\$ 106.00	\$ 20,453.71
12	8/24/2015 Vice-Mayor Barotz - APA Chapter Event Registration Refund (An Interlude in N AZ)	\$ (130.00)	\$ 20,323.71
13	8/25/2015 Councilmember Oravits - Services for Rep Brenda Barton's Husband - Gas	\$ 23.83	\$ 20,347.54
14	9/10/2015 Councilmember Oravits - Good Morning Flagstaff Breakfast Ticket	\$ 20.00	\$ 20,367.54
15	9/16/2015 Vice-Mayor Barotz - APA Conference Marriott Lodging Refund	\$ (295.09)	\$ 20,072.45
16	9/28/2015 Vice-Mayor Barotz - Arizona Capitol Times Subscription	\$ 179.00	\$ 20,251.45
17	10/7/2015 Councilmember Brewster - Registration - AZ Town Hall - Keeping AZ's Water Glass Full	\$ 555.00	\$ 20,806.45
18	11/16/2015 Councilmember Brewster - Hilton (1 night charge for cancellation)	\$ 124.28	\$ 20,930.73
19	12/10/2015 Councilmember Evans - AZ Town Hall Annual Membership	\$ 100.00	\$ 21,030.73
20	12/18/2015 Vice-Mayor Barotz - AZ Daily Sun Monthly Subscription	\$ 18.00	\$ 21,048.73
21	12/22/2015 Vice-Mayor Barotz - APA Conference Registration Refund (11/4-11/6)	\$ (285.00)	\$ 20,763.73
22	1/10/2016 Councilmember Oravits - 52nd Legislative Opening Ceremony - Mileage	\$ 163.30	\$ 20,927.03
23	1/10/2016 Councilmember Oravits - 52nd Legislative Opening Ceremony - Per Diem	\$ 33.00	\$ 21,060.03
24	1/12/2016 Vice-Mayor Barotz - AZ Daily Sun Monthly Subscription	\$ 18.00	\$ 21,078.03
25	1/27/2016 Vice-Mayor Barotz - AZ Daily Sun Monthly Subscription	\$ 18.00	\$ 21,096.03
26	2/3/2016 Councilmember Oravits - Senate Hearings Re: VA - Gas	\$ 71.26	\$ 21,167.29
27	2/4/2016 Vice-Mayor Barotz - DC City Business Meetings - Lodging	\$ 412.92	\$ 21,580.21
28	2/4/2016 Vice-Mayor Barotz - DC City Business Meetings - Air Fare	\$ 428.20	\$ 22,008.41
29	2/4/2016 Vice-Mayor Barotz - DC City Business Meetings - Taxes	\$ 36.52	\$ 22,044.93
30	2/4/2016 Vice-Mayor Barotz - DC City Business Meetings - Per Diem	\$ 160.00	\$ 22,204.93
31	2/9/2016 Councilmember Oravits - Senate Hearings Re: VA - Mileage	\$ 163.30	\$ 22,368.23
32	2/9/2016 Councilmember Evans - Senate Hearings Re: VA - Lodging	\$ 180.75	\$ 22,548.98
33	2/9/2016 Councilmember Evans - Senate Hearings Re: VA - Per Diem	\$ 38.00	\$ 22,586.98



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## Section 4.010 Updates

*Presented May 3, 2016...*

### 4.010 Updates to Travel Policy

The City Council Travel and Miscellaneous Expense Policy may be updated administratively, without Council action, to conform to changes made to similar sections of the City of Flagstaff Employee Travel Policy. Such updates shall not include approval requirements, but may include changes to per-diem rates, advancement procedures, and other technical requirements for travel reimbursement.

*Revised June 7, 2016...*

### 4.010 Updates to Travel Policy

**Changes to per-diem rates, mileage, advancement procedures, and other technical requirements for travel reimbursement may be updated administratively. All other changes to the City Council Travel and Miscellaneous Expense Policy must be approved by the City Council.**



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# Enforcement Language

*Presented May 3, 2016...*

## 1.010 Introduction

The Flagstaff City Council travel policy is intended to be in full compliance with all Internal Revenue Service (IRS) guidelines regarding travel. It is the City's intent to avoid tax liability for the City and its officers for any travel related reimbursements.

The City of Flagstaff's policy is to reimburse its councilmembers which, for purposes of this policy includes all elected officials for City business. The councilmember should be comfortable while traveling, understand all travel policies, and obtain reimbursement quickly.

This policy is intended to:

- Ensure compliance with state and federal regulations.
- Ensure fairness for both the traveler and the City of Flagstaff.
- Establish guidelines for accounting for councilmembers.

*Revised June 7, 2016...*

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The City of Flagstaff's policy is to reimburse its councilmembers which, for purposes of this policy includes all elected officials for City business. **If a councilmember submits a request for reimbursement of an expense and the City's legal staff determines that the expense is not allowed under this Policy, then the councilmember is responsible for payment of the expense.** The councilmember should be comfortable while traveling, understand all travel policies, and obtain reimbursement quickly.

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